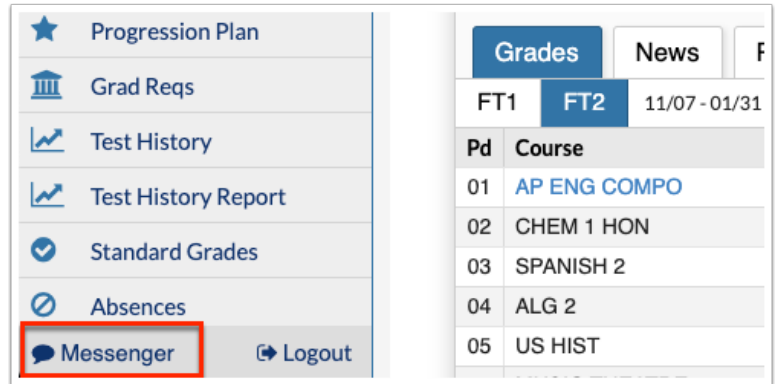
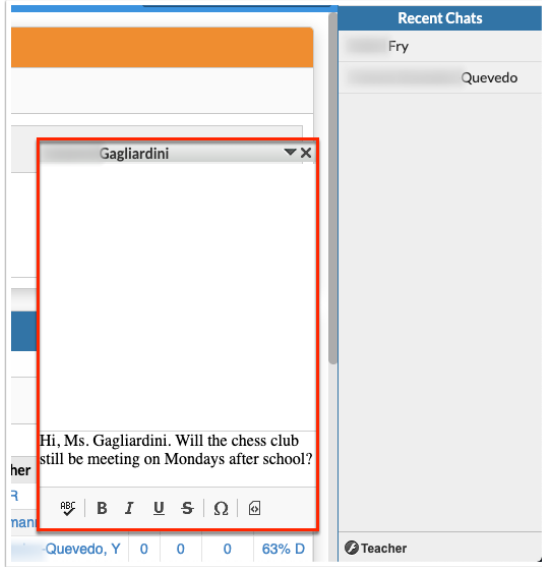


Focus Messenger

Sending Messages

1. Click **Messenger** at the bottom of the screen.
2. Recent chats display on the right side of the screen. Click the teacher's name to open the chat again.



3. To begin a new message, click the **Teachers** icon listed at the bottom of the Messenger (Recent Chats) screen. Then, click the applicable teacher for whom the message is to be sent.
4. Clicking on a teacher's name opens a new messaging screen. Type your message in the provided text box and press **Enter** to send the message.

Receiving Messages

1. New messages display on the **News** tab in the **Alerts** section of the main portal page. Click the message here to open Messenger. You can click the **Messenger** icon from any screen, which also alerts you to new messages indicated by the number of messages and the exclamation point.

